

To get started with electronic filing, go to our website www.kref.ky.gov/efile/get_started.htm.

There you will find information on electronic filing and an easy link to the vendor's website to download a trial version of the latest Campaign ToolBox™ software.

We ask that you experiment with the trial version before you submit a request to participate in this program. We are sure you will be impressed with the ease with which you will be able to submit your financial report electronically. Once you have experienced how useful this software can be to you, you may print out the Registration Agreement from the Registry's website at www.kref.ky.gov/efile/agreement.pdf. Complete the form and submit it to the Registry. If you submit the Registration Agreement by FAX, you might have the full version of software up and running in just a few hours.

After submission of the Registration Agreement, you will receive e-mails from the Registry and the vendor. These e-mails will provide the important information needed to convert your downloaded software into full working mode.

Once you have the full working version of the software, you may begin to enter your transaction data and create your financial report. When you are ready to submit your file electronically, you will connect to the Internet and follow the few steps needed to upload your financial data.

Note: In addition to the electronic file, the Registry's statutes still require the submission of the "hard copy" of the report **with an original signature** that will serve as the official copy of your financial transactions. (Please remember to also submit a hard copy of the financial report to your County Clerk's office in your county of residence.)

www.kref.ky.gov

Benefits of Electronic Filing

- Creates Candidate Financial Report and an error report that identifies possible errors reducing the need for amendments
- Tracks cumulative contribution totals
- PAC, Executive Committee and Caucus Campaign Committee percentage calculations are built into the software
- **IT'S FREE !**
- Tracks Unitemized, Cash, and Anonymous contribution information
- Easy entry for contributors that are already keyed in the database
- Internet submission of candidate financial reports
- Saves time for the filer
- Help desk support
- Creates a database for use in future election



140 Walnut Street
Frankfort, KY 40601-3240
502.573.2226
FAX 502.573.5622

www.kref.ky.gov

Kentucky Registry of Election Finance

Presents

Electronic Filing On-Line!

It's receiving rave reviews!

"Simply fill in the blanks
and the program does the
work for you."

Legislative Council Candidate

"It is quick and
easy. Your reports
are accumulated
at all times."

Statewide Candidate

"The record checking
feature picked up
errors that I missed."
**County Attorney
Candidate**

"The software is
user friendly and
convenient."

City Council Candidate

"The software
serves as a central
location for all records."
Magistrate Candidate

"Completing
reports is simple
with Campaign ToolBox™."
Legislative Candidate

When using Campaign ToolBox™,
by Adjutant Software, financial reporting
is just a click or two away!

The filing software is **free**,
and the upload process is very **easy**.

www.kref.ky.gov

www.kref.ky.gov/efile/efile.htm

KREF's Electronic Filing Page
Start here for electronic
filing information

KY KREF
Last updated on July 13, 2003

KENTUCKY REGISTRY
OF ELECTION
FINANCE **KREF**

[Online Searchable
Database](#)

[Electronic Filing](#)

[Candidate Information](#)

[Legal References Page](#)

[Information Library](#)

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Government Sites visit
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ELECTRONIC FILING INFORMATION

[Click Here
to Find Out
How to Get Started](#)

[Registration
Agreement
for Software \(.pdf\)](#)

[Letter to
Candidates
about
Electronic Filing](#)

[How to
Create a Report](#)

[How to
Send a Report](#)

[How to Create
a New Database](#)

[Helpful
Hints](#)

[Candidate
Debt Assumption -
No Recovery](#)

[Recovery
of Debt\(s\)
and/or Loan\(s\)
After Date of
Election](#)

KREF Electronic Filing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.kref.state.ky.us/krefefile/KREF_Login.ASP Go

Kentucky.gov The Official State Government Web Site of the Commonwealth of Kentucky

Sarah M. Jackson, Executive Director

Kentucky Registry of Election Finance

User Identification

User ID:

Password:

Login Clear

**Registry's
login page**

KREF Electronic Filing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://www.kref.state.ky.us/krefefile/KREF_ActionLogin.asp Go

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User Menu Options

[Files Received Report](#)

[Change Password](#)

[Send Electronic File](#)

[Here to Log Out of System](#)

**Click on "Send
Electronic File"**

KYREF Electronic Filing Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Sarah M. Jackson, Executive Director

Kentucky Registry of Election Finance

KYREF Electronic File Submission Center

Online Filing Form

Please add the files to be validated and submitted below:

Files	Size	Modified	
			Add...
			Remove

☐ Transmit the file/s even the file/s has warnings

Submit

You must be using version 2.2.0 of CAMPAIGN toolbox

**Submit your
financial
report**